

Unapproved

**SALEM BOARD OF FINANCE
REGULAR MEETING MINUTES
April, 14, 2011**

PRESENT

Tom Butcher
Carole Eckart
Janet Griggs
George Householder
Greg Preston
Roland Traylor (Alt)
Bill Weinschenker

ABSENT

(2) Vacancy (Alt)

W. Weinschenker called the meeting to order at 7:04.

Addition to Agenda:

G Householder asked about the R. Asafaylo comment about reducing the budget by one half million dollars and if there is anything in the Charter about this. Chairman Weinschenker said he reviewed the Charter and didn't see anything about this. G. Householder withdrew his request to add to the Agenda.

Approval of minutes

M/S/C (Eckart/Griggs) to approve the March 10, 2011 Board of Finance Regular Meeting as presented.

Vote: Approved Unanimously

M/S/C (Griggs/Householder) to approve the March 24, 2011 Special Meeting of the Board of Finance as presented.

Vote: Approved Unanimously.

M/S/C (Griggs/Preston) to revise the approved February 10, 2011 regular Meeting of the Board of Finance as follows:

Dept #222 Salem Fire Company 2011/2012 budget from \$66,798 to \$66,790

Vote: Approved Unanimously.

M/S/C (Griggs/Eckart) to revise the approved February 17, 2011 Special Meeting of the Board of Finance as follows:

Dept. #122 Registrar/Elections 2011/2012 budget from \$11,700 to \$11,200.

Vote: Approved Unanimously.

Treasurers Report

M. Ferren presented the Board with her report (see file copy).
Prior year taxes continued to be collected.

The Treasurer commended Diane Weston on the great job she did on updating how the Building Department handles the cash that is received by her department for fees and submitted for deposit.

Transfer from the Chelsea checking account to the CitizenStif Account has been done. Barbara Zumba is the contact person on the Stif Account at Citizen.

Chairman Weinschenker asked M. Ferren about the Federal Education Equalization line under the State/Federal Grants for Education. It was determined that the amount of money that was received by the school was \$442,200.

Public Comment: None

Selectman's Report

First Selectman Lyden informed the BOF that the Salem School's Basketball team had a perfect season, 16-0. The BOS presented the team with a certificate and served cake at their April meeting.

K. Lyden presented State Trooper Carson Konow with a Meritorious Service certificate at the BOS meeting. Trooper Konow was transferred to the Town of Hebron.

Phil James was honored by the library staff on April 12th. Cake was served. He resigned his position on the Library Board. He is moving to Groton on Monday.

K. Lyden received calls on the activity at the Four Corners last week. K-9 training was being done with the inclusion of several police departments.

Gardner Lake Ambulance has reported its annual financial report. The balance is \$225,663.

The Town was awarded a DEP grant for a mower in the amount of \$8,500. It is an 80% reimbursement from DEP. W. Weinschenker asked about the \$14,000 to purchase a mower in the 2010/2011 year budget and if any of the money will be returned to the General Fund.

Last year the Town decided to contract with CIRMA directly. We signed a three year price agreement. By purchasing insurance directly from the provider, the Town was eligible for an equity distribution. The Town will receive an equity payment in the amount of \$6,511 payable 7/25/11.

Engineering work is being finished on the Pavilion for presentation to P&Z in May. The tentative starting date is June 2011, with completion by late August or early September 2011.

First Selectman Lyden would like to transfer money from line item 105-025-0630 Building Department in the amount of \$2500 to line item 105-025-0112 Town Clerk Assistant.

M/S/C (Householder/Griggs) to transfer \$2500 to line item 105-025-0112, Town Clerk Assistant from line item #105-025-0630, Building Department.

Vote: Approved Unanimously.

The Board reviewed the budget summaries, (see file copy) W. Weinschenker noted that Department #310, Public Works was over budget for the 2010/2011 year. He made reference to total

encumbrances. V. Casey informed the BOF that some encumbrances were closed out this week to bring the Public Work Dept. budget to 89%.

The Library's budget was another department that was a concern. K. Lyden informed the Board that he has spoken with the Library Board about their budget.

Supplemental Appropriations Building Committee

K. Lyden stated the Board of Selectman endorsed a supplemental appropriation to line #100-930-100-0021 in the amount of \$25,000. This money is intended to replenish this line item. Discussion followed by the BOF members on when the actual expenses for the \$6.2 million renovation would start. The main concern was getting an accurate dollar amount for this project. More information is needed before any appropriation is made to this line. Selectman Lyden will check with the Bond Council for clarification when the clock started for the \$6.2 million project.

Salem Fire Company

Chief Maiorano informed the BOF that the cost to repair the rust on the truck was an additional \$1200. This added expense was realized after the work began on the truck. He also informed the BOF about the increase in the cost of physicals for staff. There are new requirements for physicals by OHSA. He is scheduling these annual physical. He does not have enough money in his budget to pay for this. This cost is \$2900. He does have money allocated in next year's budget. He will not need the whole amount because the physicals are being done this year. These physicals will be scheduled annually starting with July 2012. Chief Maiorano was asking for guidance from the BOF how to handle this. The BOF wanted Gene to find the money in his 2010/2011 budget.

Consider Items from April 13, 2011 Public Hearing

The BOF discussed the possible cuts by the State and how this affects the 2011/2012.

Questions

1) What to do if the State cuts funds.

G. Preston suggested we allocate money in the unanticipated expense and have the citizens cut this amount if there is no cut from the State. G. Householder was worried about taxing citizens unnecessarily. G. Householder stated that if there are cuts, we should look at cutting Capital and employees. It was agreed that there are too many variables and to leave the 2011/2012 budget as is. The only thing that gets approved at the referendum is expenditures. The Board can increase the mill rate after the referendum for the purpose of adding money.

2) Add an addition \$120,000 to hire a new superintend.

3) Large increase in the Equipment line Dept #230.

4) Increase in Engineering in Dept #410

5) Collection of prior year taxes.

6) Explain BOE's out of district costs.

7) Asked to break out the cost of salaries.

All questions were answered satisfactory

M/S/C (Householder/Butcher) sends the budget to the Town Meeting on May 4, 2011 as follows:

General Government \$3, 240,876

BOE \$9,950,000

Capital Expense \$ 1,132,058

Total of \$14,322,934

Vote: Approved Unanimously

Ten Year Capital Plan (See file copy)

The Board of Finance would like to see an inventory of all computers and vehicles owned by the Town. This list should have the model and year of the equipment listed.

The Board would also like an independent mechanic review each vehicle's conditions and report to the First Selectman with this information.

D. Kung suggested that the BOF give a dollar amount for all Capital Items for a budget year. That way the departments would know how much the BOF is willing to spend in a given year.

- **Appointing of Auditor for the 2010/2011 Year**

The Board discussed appointing of the auditor and stated that this is the third year of the contract with Marien and Company, with no increase fees from the previous two years.

M/S/C (Griggs/Householder) to appoint Marien & Company LLC to audit the Town from July 1, 2010 to June 30, 2011.

Vote: Approved Unanimously.

Adjournment

M/S/C (Householder/Griggs) Motion to adjourn at 8:50 pm.

Vote: Approved Unanimously

Respectfully Submitted

Virginia Casey

Recording Secretary